



REQUEST FOR QUALIFICATIONS

October 3, 2011

**PROFESSIONAL BUILDING INSPECTION SERVICES
FOR**

**THE CITY OF RIVERDALE
RIVERDALE, GEORGIA**

Planning & Community Development Department
971 Wilson Road, Riverdale, GA 30082, Tel. # (770) 996-3397, Fax # (770)
996-9913

INTRODUCTION

The City of Riverdale is issuing this Request for Qualifications (RFQ) for Professional Building Inspection Services to provide support and serve as the City's Building Inspector with an expertise in code inspection and enforcement.

Locally owned businesses and minority-owned firms are encouraged to respond to this RFQ. Riverdale has a local vendor preference program, available for viewing at: www.riverdalega.gov. Procurement of inspection services by Riverdale will be carried out in compliance with Riverdale's purchasing policy.

SCOPE OF WORK

GENERAL

The City of Riverdale Planning & Community Development Office seeks professional inspection services to supplement the ongoing development services currently performed by its own work force and serve as the City's Building Inspector.

This RFQ seeks general professional and technical inspection services including all forms of construction inspection etc. The types of inspection services that the City is seeking may consist of providing any combination of these tasks. Additionally, the contractor's duties may be project specific or general in nature when supporting the existing Planning & Community Development Department staff in day-to-day activities.

The inspection services will be required to inspect all structures under the Georgia State Minimum Standards Code adopted by the Georgia Department of Community Affairs:

- A. International Building Code
- B. International Fuel Gas Code
- C. International Mechanical Code
- D. International Plumbing Code
- E. National Electrical Code
- F. International Fire Code
- G. International Energy Conservation Code
- H. International Residential Code
- I. International Existing Building Code
- J. International Property Maintenance Code.

A. Inspection Services

1. These services will consist of competent professional inspection services to adequately assure that building construction work has been completed in compliance with approved construction drawings and specifications if applicable. The Contractor will perform on-site inspections of building construction at the request of the City, to insure compliance

with municipal codes and Ordinances. Under this phase, the Contractor shall consult with and advise the City on all aspects of the project and act as the City's professional representative for the project, and perform the duties as the Building Inspector under the direction of the City.

2. The Contractor must submit a written record to the City as a result of any inspection within 24 hours after inspection has been completed.
3. The Contractor will be responsible for ensuring compliance with construction related zoning requirements including but not limited to, setbacks, lot coverage and parking requirements.
4. At the Request of the City, the Contractor will perform periodic inspections on construction pursuant to permits drawn for Single Family and multi-family dwellings, commercial buildings; including, plumbing, mechanical and electrical work.
5. The Contractor must submit a written record to the City as a result of any inspection within 24 hours after inspection has been completed.
6. All inspections will be made within 24 hours after receipt of the request, except for weekends and holidays.
7. Inspectors will coordinate all functions with necessary City staff or officials, serve as an extension of City staff in interactions with the public, and assist in identifying code compliance issues throughout the inspection process.
8. The Contractor shall keep City of Riverdale staff and officials apprised of changes to Georgia State Building Code.
9. The Contractor shall review plans and specifications for code requirements.
10. The Contractor shall keep a record of every inspection with each Building Permit:
 - a. Information shall include the date and time of inspection, type of inspection, name of inspector, list of violations and corrective actions, and;
 - b. Authorization to proceed or notice of failure (whichever is applicable).
11. The Contractor shall provide certified staff, vehicle(s), insurance per requirements below, and funds for all other expenses.
12. The Contractor shall provide a cell phone number and 24-hour answering system to receive inspection requests.
13. The Contractor must be available with advance notice to attend Mayor and Council Meeting and Court Services if requested.

B. Qualifications

The following are **minimum** qualifications:

1. All necessary certifications to provide building inspection and building code enforcement services as required by the State of Georgia.
2. Considerable working knowledge of the materials, practices, methods, and stages of building construction, plumbing, and electrical work, and other construction trades utilized in residential, commercial and industrial buildings.
3. Knowledge of building, plumbing, and electrical codes, including code changes.
4. Knowledge of the City of Riverdale's building requirements and zoning codes, and related laws and ordinances.

5. Ability to read and interpret plans, specifications, and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process.
6. Ability to suggest modifications that will bring structures into Code compliance.
7. Ability to detect poor work, structural and other faults, inferior materials, and hazards of fire and collapse.
8. Ability to contact, establish, and maintain effective working relationships with Engineers, Architects, Contractors, Landowners, and the general public.
9. Ability to interact tactfully and courteously with the public.
10. Ability to work effectively with the City of Riverdale staff and officials.
11. Ability to communicate information clearly and effectively in both oral and written form.
12. Demonstrated organizational and record-keeping skills.

SUBMITTAL INSTRUCTIONS

- A. The Bidder must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of the information requested.
- B. The Submission Packet is to include “One” (1) unbound original and *six* (6) bound copies.
- C. Each Submission Packet is to be bound and shall not exceed *thirty* (30) pages, on of 8 ½ - inch by 11-inch printed on both sides, no larger than a 12 pt. font. The thirty (30)-page requirements does not include the front cover, or back cover of the document.
- D. Proposals must be received by **3:30 P.M.**, local time, on **November 30, 2011** and submitted to:

Stephanie L. Thomas, CMC
City of Riverdale
Office of the City Clerk
7200 Church Street
Riverdale, GA 30296

- E. Any proposal received after *3:30 P.M* **November 30, 2011** **WILL NOT** be accepted.
- F. A **Mandatory** “Pre-Bid” conference will be held on **November 16, 2011** @ **11:00 AM**. The purpose of this conference is to provide a means to address comments, inquiries and additional questions. The address for the Bidders’ conference appears below:

City of Riverdale, City Hall
7200 Church Street Riverdale, GA 30296

Please Note: Only Bidders that attend the scheduled **Mandatory** Pre-Bid conference are permitted to submit a bid package. A sign-in sheet will be used to account for attendance.

- G. Selection criteria are outlined within this document, herein.
- H. All Bidders submitting a written response will receive written notice of the award decision.
- I. All submittals and documentation received by the City of Riverdale shall become the property of the City of Riverdale and will not be returned.
- J. The City of Riverdale reserves the right to reject all submittals received in response to this 'Request for Qualifications' submission. The City of Riverdale is under no obligation to award and/or enter into a contract for these services and the consultant selection schedule may be revised at the City's discretion.
- K. All costs associated with the preparation and submission of the 'Request for Qualifications' submission packet shall be borne solely at the expense of the Bidder. The City of Riverdale shall not, be responsible for any costs or expense incurred by the Bidder for the preparation of the 'RFQ' Submission Packet.
- L. This 'Request for Qualifications' and the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between the City of Riverdale and the candidate and/or selected firm.
- M. The City of Riverdale reserves the right in its sole discretion to waive informalities in a proposal, but is not required to do so.
- N. The Bidder will also be required to make presentations to and obtain input from governmental officials, area residents and businesses.
- O. The 'RFQ' Submission Packet should be responsive to the each item in the specific range of issues elaborated in this 'Request for Qualifications'. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an 'RFQ' response from competition.

SUBMITTALS

- A. Prepare, complete the enclosed Bidder's Disclosure Form and Questionnaire marked (Attachment A)
- B. Business Identification Form marked (Attachment B)
- C. Provide a description of the firm's special capabilities, techniques or resources that can be contributed to this assignment. Particular emphasis should be placed on demonstrating previous experience in assisting municipalities perform various Engineering services.
- D. Submit an Organization Chart showing key team members names and roles / titles.
- E. Prepare, complete and submit the enclosed schedule of "Deliverables" marked (Attachment C)
- F. Prepare, complete and submit the enclosed schedule of "Business References" marked (Attachment D). Emphasis should be placed on demonstrating previous experience and special knowledge in engineering services for governmental municipalities.
- G. Prepare, complete and submit "Pricing Matrix" marked (Attachment E).
- H. The successful firm must provide proof of insurance as a requirement of this document. The requested requirements are listed and are enclosed as part of this packet.
- I. Information of financial capacity, including but not limited to: (1) at least two bank references for Bidder with contact name, address and telephone number; (2) a copy of Bidder's operating budget for the past two years; and (3) the Bidder's most recent audited financial statement.
- J. Information of prior liability, including but not limited to: (1) state whether the Bidder, or any prior parent company, subsidiary or owner of the Bidder, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization receivership, moratorium, or assignment for the benefit of creditors, or otherwise sought relief from creditors and, if so, explain the circumstances; (2) state whether the Bidder has had a contract terminated due to the quality of its work and, if so, explain the circumstances; and (3) state whether the Bidder ever been cited by any governmental agency and, if so, state the date of citation, reason for citation and the amount of *any* fine paid.
- K. Prepare, complete and submit a Table of Contents, with corresponding tab sheets, which correspond to items (A-J), must be included as well, to identify each section, in the same sequence requested in this document. Proposal submissions must meet the requirements of and conform to the submission format and requirements as stated in this 'RFQ'.

Please Note:	The City of Riverdale reserves the right to reject any or all submission packages, to waive technicalities and to make an award as deemed in the City's best interest.
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SCORING VALUES

The decision for selecting a firm will be made by the “Evaluation Committee”, made up of the City of Riverdale’s personnel, which will use the criteria listed below:

Schedule of Scoring Criteria (Maximum 100 Points)

No	Description of Items	Points
A	Qualifications	20 Pts.
B	Completeness – Submission Package	10 Pts
C	The experience of the Bidder and key staff as it relates to inspection services.	15 Pts.
D	Prior work in Clayton County	15 Pts.
E	Quality Of Technical Approach	10 Pts.
F	Performance Capabilities	20 Pts.
G	Financial Condition	10 Pts.

SELECTION PROCESS

- Each member of the “Evaluation Committee” will read, review, evaluate and score each submitted ‘RFQ’ submission packet on the items contained in Section # 4 – Items (A-G).
- The “Evaluation Committee” will be responsible for reviewing all ‘RFQ’ submission packets. The *three* (3) highest scoring firms [**MAXIMUM 100 pts**] will be requested to come in for an on-site interview in order to select one firm for recommendation to the Mayor and Riverdale City Council for approval. The Mayor and City Council possess final approval authority.
- The City of Riverdale, reserves the right to negotiate adjustments in all elements of what the consultants submits in their ‘RFQ’ submission packets.
- It is the responsibility of the Bidders to examine the entire ‘RFQ’ package, seek clarification in writing, and review its ‘RFQ’ submission packet for accuracy before submitting their ‘RFQ’ submission packets.
- Once the submission deadline has passed, all submitted ‘RFQ’ submission packets will be considered final.
- Any submitted ‘RFQ’ submission packet shall remain a valid submission for 90 days after the submission due date, or until the City executes a contract, whichever is first.

- A. Qualifications** (20 Points)
This criterion measures the overall organization infrastructure of the Bidder's well thought-out approach in undertaking the required services. Experience of the Bidder's ability to lead and manage these services as well as the experience and resources of the bidder will be carefully considered. Key factors to be considered are experience in providing these types of services, professional credentials and leadership, reputation in the industry and the references provided or obtained.
- B. Completeness – Submission Package** (10 Points)
This criterion measures the Bidder's overall understanding towards completing the following instructions contained within this document. Bidders are seriously urged to complete their submittal package as requested. Evidence of ability to complete work within time constraints must be presented.
- C. Experience** (15 Points)
Characterize the Bidder's understanding of the RFQ's principle requirements and describe the Bidder's expertise and experience. Provide a detailed resume. Special emphasis will be focused on the Bidder's experience and ability to demonstrate previous experience and special knowledge in the inspection services requested. State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details, which would indicate the Bidder's capability to perform such services. Detail key risk areas that are to be mitigated to facilitate success. Outline the Bidder's approach towards achieving successful mitigation.
- D. Prior work in Clayton County** (15 points)
Bidders will be evaluated on their experience working within Clayton County. The evaluation will include providing evidence of prior work on a variety of professional consulting services and their familiarity with Clayton County.
- E. Quality of Technical Approach** (10 points)
Submittal Packets will be judged on the completeness and overall quality of the technical approach for collection services, improvement of service, and cost saving measures plan.
- F. Performance Capabilities** (20 Points)
Bidders will be evaluated on their competence to provide the services at the desired quality level in a timely fashion. The evaluation will include the quality and timeliness of the contractors past performance of previous contracts and the Bidder's plan on how the future responsibilities will be handled.
- G. Financial Condition** (10 Points)
Bidders will be evaluated on the strength of the financial information submitted.

SATISFACTORY WORK

Any work found to be in any way defective or unsatisfactory shall be corrected by the Bidder at his/hers own expense at the order of the City of Riverdale. The City of Riverdale also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The City of Riverdale reserves the right to charge the vendor with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due under this contract.

PRICING

- All prices, costs, and conditions outlined in this ‘RFQ’ shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date of the bid.
- Prices will remain firm for the duration of the contract.
- The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this request for bid.

EQUAL EMPLOYMENT OPPORTUNITY

- The consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The consultant will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.
- Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. The City of Riverdale fully encourages the participation of qualified minority and female-owned business firms with respect to the project.

PROHIBITED INTERESTS

No elected official, officer or employee, or agent of the City Riverdale will have either a direct or an indirect interest in this contract or the proceeds thereof.

PROHIBITED CONTACT

No Bidder, Firm, Team or Contracting Businesses is to discuss any part of this ‘RFQ’ with any member or employee of the City of Riverdale.

REJECTION

The City of Riverdale reserves the right to reject all submittals or parts thereof and/or to reissue this 'Request for Qualifications,' for any reason. In addition, The City of Riverdale does not guarantee that a contract will be awarded, as a result of this 'Request for Qualifications'.

TERMINATION OF CONTRACT

- The City may terminate the Contract without cause at any time at its sole discretion by delivering a thirty (30) day written notice to the contractor.
- If for any reason the successful contractor fails to fulfill any of the requirements of the Contract the City shall have the right to terminate the Contract with cause with three days written notice to the contractor and to then contract and negotiate for the services with another contractor.

INSURANCE REQUIREMENTS

INDEMNIFICATION AND INSURANCE REQUIREMENTS

I. INDEMNIFICATION

A. Bidder will defend, at Bidder's sole expense, indemnify and hold harmless Riverdale, Georgia, its officials, employees, agents, servants, representatives and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by Bidder and/or caused by Bidder's negligence or willful misconduct.

B. This indemnification obligation includes paying Riverdale's attorney's fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.

II. INSURANCE REQUIREMENTS

A. Types and Amount of Required Insurance: Bidder shall at all times maintain in full force and effect Automobile, Professional Liability a/k/a Errors & Omissions, Commercial General Liability, and Excess Umbrella Liability. All insurance shall be by insurers, or a self-insurance plan, acceptable to Riverdale before commencement of work hereunder. For the purpose of the RFQ Response, Bidder shall carry the following types of insurance in at least the limits specified below:

<u>Coverages</u>	<u>Limits of Liability</u>
Commercial General Liability	\$1 million/\$2 million
Excess Umbrella Liability	\$2 million/\$4 million
Automobile Insurance	\$1,000,000 combined single limit
Professional Liability Insurance	\$1 million/\$2 million

B. All certificates of insurance shall provide the City of Riverdale, Georgia with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.

C. Riverdale will be named as additional insured under the applicable insurance policies.

Proponent's Disclosure Form and Questionnaire

(Your Letterhead)

General Information

1. Name and address of firm.
2. Describe company ownership, organization, and length of time in business.
3. Please provide the names and business addresses of each of the Bidder's officers directors, affiliates and other employees, agents or representative, the 'Subject Project' means the 'RFQ' for the City of Riverdale's - Professional Inspection Services. For the purposes of this form, the term "affiliate" of any Bidder shall mean any person or entity, which directly or indirectly controls or is controlled by, or is under common control with such Bidder. "Control" means the possession, directly/ indirectly, of the power to director cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.
4. Describe accurately, fully and completely, all affiliates respective relationships with said Bidder, including their ownership interests and their anticipated role in the management and operations of said Bidder.
5. Please describe the general development of the Bidder's business during the past five (5) years.
6. Please state whether any of the following events have occurred in the last five (5) years with respect to said Bidder. If any answer is yes, explain fully the following.
 - Whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Bidder, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Bidder.
 - Whether the Bidder was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Bidder from engaging in any type of business practice or otherwise eliminating any type of business practice.
 - Whether said Bidder's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Bidder. If so, please explain fully.
7. Please state whether any employee, agent or representative of said Bidder who is or will be directly involved in the Subject Project has or had within the last five (5) years; (i) directly or

indirectly had a business relationship with the City of Riverdale, (ii) directly or indirectly received revenues from the City of Riverdale or (ii) directly or indirectly receives revenues from the result of conducting business on City of Riverdale property or pursuant to any contract with the City of Riverdale. Please describe any such relationship.

8. Please state whether any employee, agent or representative of said Bidder, who is or will be directly involved with in the organization, has or had within the last five (5) years a direct or indirect business relationship (to the best of your knowledge and belief) with any elected or appointed City official or with any City employee, and fully describe such business relationship.
9. Give the location of the firm's corporate and satellite offices. Specify which offices will be involved in the project. The qualifications of the office involved shall be used for this form.
10. Relate firm's history.

Financial Information

11. Provide audited financial statements for the past three years. List your main banking references.
12. Have you ever failed to complete any work awarded to you, or been removed from any project awarded to you?
13. Have you been involved in any litigation in the past five years?
14. What is your firm's current annual volume and average volume for the past three years? What percentage of current and past volume is governmental work related?
15. What is your firm's current backlog for 2010? Both bonded and unbonded. What is your present bonding capacity? List the name of your bonding company, person, and telephone number to contact.
16. What percentage of your firm's work has been repeat business during the past three years?
17. List the contact persons, address, and telephone numbers of your insurance carrier and agent.

Quality Assurance

18. Describe your firm's approach to quality assurance.

Relevant Experience

19. List your experiences working on Clayton County projects.
20. List your experience providing inspection services for City governments.

Project Team

21. Name the individuals and those respective roles that you would propose for the team.
22. Provide an Organizational Chart.

NOTE: Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information required by the City of Riverdale can result in the Submittal Packet declared as non-responsive. This document must be completed and included as a part of the proposal package along with other required documents.

Under penalty or perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this day of _____, 2011

(Legal Name of Bidder) (Title) (Date)

(Signature of Authorized Representative) (Date)

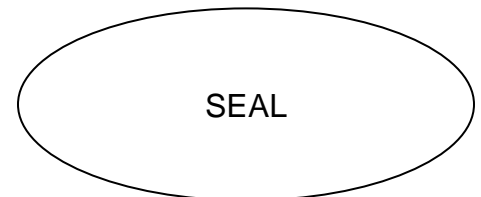
Title

Sworn to and subscribed before me,

This _____ day of _____ 2011

(Notary Public)

Commission Expires _____ (Date)



BUSINESS IDENTIFICATION FORM

(Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the firm under which you do business:
2. _____
Permanent main office address:

City State Zip Code
3. _____
Phone No.: - Fax No.
4. _____
E-Mail Address
5. Type of organization: (Check all applicable)
____ Individually-Owned ____ Partnership ____ Corporation ____ Joint Venture
Non-profit ____ Private ____ Public ____ Minority Owned ____ Female-Owned
6. If a corporation, enter the date of incorporation and the state in which incorporated:
Date: _____ State: _____
7. Identify number of employees: _____
8. Enter the number of years you have been in business under the present firm name: _____

Enter any other names your firm has done business under.

Indicate the dates, locations and number of years for each:
10. Identify name, title and telephone number of person(s) in your organization authorized to negotiate and bind the "RFQ Respondent" to a contract.
a. _____
Name Title Tel #

DELIVERABLES SCHEDULE

CHECK BOX	ITEM
	One (1) unbound copy and six bound copies.
	Ten copies of 'Executive Summary'.
	Electronic version of all final reports and supporting documents in Microsoft Word or appropriate software.
	Bidder's Disclosure Form and Questionnaire marked (Attachment A).
	Business Identification Form marked (Attachment B).
	Description of the firm's special capabilities, techniques or resources that can be contributed to this assignment.
	Submit an Organization Chart showing key team members names and roles / titles, responsibilities and reporting relationships.
	Prepare, complete and submit the enclosed schedule of "Business References" marked (Attachment D).
	Prepare, complete and submit "Pricing Matrix" marked (Attachment E).
	Provide proof of insurance.
	Information of financial capacity.
	Information of prior liability.

Schedule of References Form

(Your Letterhead)

Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	

Price Matrix - Bid Submission Form

(Your Letterhead)

NAME OF PROPOSING FIRM:

MAILING ADDRESS OF PROPOSING FIRM:

CITY: _____

STATE: _____ ZIP Code: _____

TELEPHONE: _____

EMAIL: _____

FEE AMOUNT PROPOSED \$ _____

X _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____